

Instructions for Completing the ESDIS/ESMO Project Account Request Form

As part of the ESDIS Project's and ESMO Project's compliance with Goddard Procedural Requirement (GPR) 2810.1, Appendix G, Security of Information Technology, and the Homeland Security Presidential Directive (HSPD-12), a user login account is required for certain resources on the cicero.eos.nasa.gov server at the Goddard Space Flight Center (GSFC). In order to have access to restricted ESDIS/ESMO Web resources you must be supporting one of the following Projects under the Earth Science Projects Division (ESPD) umbrella:

- ESDIS (Earth Science Data and Information System) Project
- ESMO (Earth Science Mission Operations) Project
- LDCM (Landsat Data Continuity Mission) Project
- NPP (National Polar-Orbiting Operational Environmental Satellite System (NPOESS) Preparatory Project)
- Glory Project
- GPM (Global Precipitation Measurement) Project

Please open (do not preview) this file in Adobe Acrobat Reader and fill in the form, including checking the appropriate boxes. Print the form, sign it, and send it to the **ESDIS/ESMO CM Office**:

Daphne Caprio, email: cm4esdisesmo@listserv.gsfc.nasa.gov, phone: 301-614-5288, fax: 301-614-5267.

Note: If you do not have Adobe Acrobat, and are using other software such as Mac Preview, you may be unable to select the check boxes. In this case, please fill in the text portions of the form, print it out, and manually check the appropriate boxes.

-- Instructions for Specific Fields on the ESDIS/ESMO Project Account Request Form --

Employer: Enter your NASA or GSFC organization code, company name, university name, or other employer identification.

Citizenship Status: If you are a US citizen, enter "US Citizen". If you are not a US citizen, indicate citizenship status, such as Permanent Resident Alien (Green Card). Also, if you are a Foreign National or have Dual Citizenship, indicate Country.

- **If you are a Foreign National or Dual Citizen and do not have a NASA badge, you must also submit a NASA Form 531 Name Check Request.** Form 531 is available on the ESDIS/ESMO Project Account Request Form web page. This form must be typed.
- The Name Check Request process includes a **fingerprint card**, if you reside within the United States. If you are local to the Goddard Space Flight Center, the Goddard Security Office will contact you when it is time to get your fingerprints taken. If you are not local to the Goddard Space Flight Center, please contact the ESDIS/ESMO CM Office, Daphne Caprio, to obtain a SF 87 Finger Card. If you reside outside the United States you do not need to complete a SF 87 Finger Card.

National Agency Check with Written Inquiries (NACI): If you had a National Agency Check with Written Inquiries (NACI) within the last 5 years, indicate which Agency conducted the NACI.

For non-Government employees: Indicate your official relationship to NASA (e.g., grant, Memorandum of Understanding, contract, or other work agreement). Include the contract number and name affiliated with the ESPD.

Sponsor: Your sponsor must be a GSFC Government Civil Servant. This form requires a Government management official's signature, such as a Branch Chief, Resource Monitor, Grant Monitor, data owner, or Contracting Officer's Technical Representative (COTR), who approves the legitimate need to access the systems to perform authorized Government activities. A Government designee may be appointed to sign in place of the Government management official.

If you require access to Export Controlled (ITAR) information:

- **If you are an international partner**, please include the title of the signed international agreement in the reason for access to ITAR information.
- The following types of items and information are export controlled at GSFC. Information required for the design, development, production, manufacture, assembly, operation, repair, testing, maintenance or modification of, and software directly related to those items are also export controlled.
 - spacecraft, remote sensing satellites, scientific satellites, research satellites, navigation satellites, experimental and multi-mission satellites; ground control stations for telemetry, tracking and control of spacecraft or satellites; global positioning system receiving equipment; radiation-hardened microelectronic circuits; and all specifically designed or modified systems, components, parts, accessories, attachments, and associated equipment
 - complete rocket systems including sounding rockets; propulsion components; propellants; structural materials; launch support equipment; and ground control stations for telemetry, tracking and control
 - telemetry processors; high speed computers; optical sensors to include detectors and focal plane arrays; and laser systems.
- If in doubt contact the GSFC Export Control Office at <http://export.gsfc.nasa.gov/> (access restricted to the gsfc.nasa.gov network).

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First Name:	MI:	Last Name:
Work Address:		
Work Phone:	Work Email:	
Preferred User ID:		Subscribe to receive email related to ESDIS/ESMO CCRs:
Citizenship Status (see Instructions):		
Employer:		Employer's Affiliation: US Foreign
Immediate Supervisor:		Supervisor's Phone:
NASA Badge Number and Issuing Center:	National Agency Check with Written Inquiries (NACI) within last 5 years? <div style="display: flex; justify-content: space-around; width: 100%;"> No Yes Agency: </div>	
Foreign Nationals ONLY: If you have ever visited a NASA Center please list which Center and the dates. <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		
If you have ever visited the United States No Yes		
Indicate relationship to NASA/GSFC if not a government employee (include contract number, contract name, and/or title of signed International Agreement if applicable): <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
Sponsor's Name (must be a GSFC Government Civil Servant):		
Sponsor's Title:		Sponsor's GSFC Org Code:
Sponsor's Phone:		Sponsor's Email:
Reason for Access: <div style="border: 1px solid black; height: 60px; margin-top: 5px;"></div>		
Access Groups Requested:	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> ESDIS Project member HIRDLS (UK) International Partner MLS (UK) International Partner </div> <div style="width: 45%;"> ASTER (Japan) International Partner JAXA (Japan) International Partner OMI (Europe) International Partner </div> </div>	
Check here if you require access to Export Controlled (ITAR) information: (International Partners must list the International Agreement that pertains to them.)		Reason for access to ITAR information:
System: CICERO WEB SERVER		Level of Privilege: NON-PRIVILEGED
Acknowledgement Statement: Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.		
Requester's Signature:		Date:
Sponsor's Signature:		Date:
Center IT Security Manager's Signature (Required for Foreign Nationals):		Date: